

APPROVED

October 5, 2004

Michigan State Administrative Board

Lansing, Michigan

September 21, 2004

A regular meeting of the State Administrative Board was held in the 1921 Department of Conservation Conference Room, 7th Floor, Mason Building, on Tuesday, September 21, 2004, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Kristie Profit, Policy Advisor, representing John Cherry, Lt. Governor
Patrick F. Isom, Assistant Attorney General, representing Michael A. Cox, Attorney General
Mary G. MacDowell, Director of the Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joseph Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State
Elaine Madigan, Assistant Superintendent for Educational Support, representing Thomas D. Watkins, Superintendent of Public Instruction
Myron Frierson, Deputy Director, Finance and Administration, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Mike DiBernardo, Department of Agriculture; Sergio Paneque, Executive Office; James Burris, Sean Carlson, Doug Collier, Janet Rouse, Department of Management and Budget; Jean Ingersoll, Pam Lavender, Randy Knapp, Department of Transportation

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved to approve the minutes of the State Administrative Board for the regular meeting of September 7, 2004. The motion was supported by Ms. MacDowell and unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD:

NONE

4. COMMUNICATIONS:

NONE

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

Certified Retention and Disposal Schedule(s):

WASHTENAW COUNTY SHERIFF, Records Division, 9/2/2004

WAYNE COUNTY, Health & Human Services, Jail Medical Division, 9/2/2004

Ms. MacDowell moved that the Certified Retention and Disposal Schedules be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
(Please see the following pages)

- - - - -

Ms. MacDowell presented the Finance and Claims Committee Report for the special meeting of September 21, 2004. After review of the forgoing Finance and Claims Committee Report, Ms. MacDowell moved that the Finance and Claims Committee Report covering the special meeting held September 21, 2004, be approved and adopted. The motion was supported by Mr. Frierson and unanimously approved.

- - - - -

Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of September 15, 2004. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held September 15, 2004, with the withdrawal at the State Administrative Board meeting of September 21, 2004 of Item 13 of the regular agenda, be approved and adopted. The motion was supported by Mr. Frierson and was unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Pavona moved the meeting be adjourned. The motion was supported by Mr. Isom and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON